



STAFF FACT SHEET

Job descriptions and person specifications

A job description describes what the job is. A person specification describes the qualities needed or desired in the person to be selected for the position. This appendix provides information on both. These are likely to differ from school to school.

Both the job description and person specification are to be given to those who respond to the advertisement so that their formal application can be matched to the job description and the person specification.

The NZCEO website contains sample letters offering employment, this information supplements what is in that material.

Job description

A sound job description is clear, but also flexible enough to cope with circumstances that might change post-appointment. It enables applicants to be assessed against each other.

Sample job description – Director of Religious Studies (Secondary)

EMPLOYER: St. Angela's College Board of Trustees

Aotea Drive, Hamilton South.

TITLE: Director of Religious Studies

STATUS: MU3, 2 permanent MMAs

SALARY RANGE: \$

The school

St. Angela's College is a Catholic Integrated School for girls with a roll of approximately 720 students. It has a well equipped Religious Education resource room. There is a chapel on the site with accommodation for approximately 100 students. The chapel is owned by a community of the Sisters of Mary Help of Christians who reside in a convent on the school site. The sisters make the chapel available to the college.

Purpose Of Position

The Director of Religious Studies is one of the college's key positions in relation to the Catholic Character of the school. The person appointed will, by working with the college Principal and the college staff team, ensure that the Religious Education programme of the school is effective in enhancing its Catholic Character.

REQUIREMENT

- The school's integration agreement requires that:
- The Director of Religious Studies shall give guidance and provide effective leadership in religious instruction and observances throughout the school.
- Religious observances and religious instruction, in accordance with the determination made from time to time by the Roman Catholic Bishop of the Diocese of Hamilton, shall continue to form part of the school programme.
- A person appointed to the position of Director of Religious Studies shall undertake such teaching duties as may be required by the Principal of the school.

WORKING RELATIONSHIPS

Within the school the appointee will:

- be accountable to the Principal
- work with, guide and supervise the work of other staff members involved in the Religious Education programme
- as team leader, work with all members of the staff, to enable them to achieve the goals of the school
- actively promote the special character as the primary focus of all that happens in the school and on behalf of the school.

Outside the school the appointee will:

- consult and work with the Diocesan Religious Education Office
- liaise with the clergy of the Hamilton South deanery, the Diocesan Pastoral Council and other appropriate diocesan bodies
- liaise with the Religious Education teachers in the contributing Catholic schools and with those conducting various programmes in parishes served by the school.

Extent Of Authority

Financial: Administer such funds as the Board allocates to the Religious Education department for the benefit of students and in accordance with conditions laid down by the Board.

Staff/students: Supervise and lead those teachers who teach Religious Education classes, and provide relevant and stimulating programmes for the students.

Property: Be responsible for the care, repair and replacement of the equipment, books and other resources assigned to Religious Education.

Results

The appointee will be responsible for ensuring the implementation of school policies, written in accordance with the requirements of the Religious Education curriculum goals and objectives.

Key tasks

- Provide effective leadership in religious instruction and observances throughout the school.
- Prepare and regularly update, in conjunction with the Religious Education teachers and the Principal, the Religious Education programme in the school.
- Arrange school liturgies of various kinds.
- Ensure that students have adequate opportunity for the reception of the sacraments.
- Arrange a programme of school prayer.
- Arrange and supervise an annual school retreat for each class of students where appropriate.
- Guide and assist teachers of Religious Education who have not previously taught Religious Education classes.

- Keep all teachers of Religious Education up-to-date with current developments in the subject area.
- Give advice and guidance to provisionally registered teachers when required by the Principal to do so and in accordance with the procedures that the Principal determines.
- Contribute practically to the development of the school's special character.
- Encourage the process of Certification for all Religious Education teachers.
- Ensure that all teachers of Religious Education receive appropriate professional development.

Other possible points to include in the job description

- Establish effective liaison and responsibilities with teachers in Tagged (S464) positions.
- Be part of the ongoing provision, review and evaluation of pastoral care and general welfare of students in the school.
- Be a resource person for the guidance of students in their spiritual lives.
- Have overall responsibility for the liturgical life of the school with delegated powers, including end of year Masses, Leavers' Mass, School Masses, Lenten programme, Assemblies, Reconciliation, Retreats, Staff prayer, Classroom prayer.
- Arrange for the proper care of the chapel and its contents.

Sample Principal's job description

Requirements

- The Principal assumes the major leadership role in the school and because of this undertakes important religious, pastoral and professional responsibilities in the Catholic community. The person appointed must therefore be a fully committed and practising Catholic, committed to Catholic religious practices and to the furtherance of Catholic education.
- A willingness and ability to take part in religious instruction appropriate to a Catholic school is a condition of appointment.
- The Principal shall:
- abide by all relevant requirements of the school's Integration Agreement and the School Charter and Plan
- accept and recognise the primary day to day responsibility of developing, maintaining and preserving the special character of the school. (Include here any other relevant requirements in the Integration Agreement, e.g. concerning hostels)
- be responsible to the Board of Trustees for ensuring that the school provides a structured and systematic course in Religious Education in accordance with the programmes published by the National Centre for Religious Studies and approved by the New Zealand Catholic Bishops Conference and by the Bishop of the diocese
- be responsible to the Board of Trustees for developing in the school a community of faith through daily prayer, the sacraments and especially the celebration of the Mass. The Principal is expected to take an active leadership role in liturgies and prayer involving the whole school
- plan, in consultation with the Board of Trustees, to enhance the school's special character, and construct appropriate initiatives to achieve the desired outcomes
- ensure that the school staff, teaching and non-teaching, recognise that the school is a Catholic school and that each staff member exhibits in their behaviours whatever is necessary to enhance the ethos of the school.

Person specification

The person specification usually contains:

- any legal requirements the person must possess
- any qualities in the selected employee which are necessary for the job such as:
 - knowledge and understanding
 - skills
 - experience
 - personal qualities
 - any desirable qualities in the selected employee.

Sample person specification – Director of Religious Studies (Secondary)

EMPLOYER: St. Angela’s College Board of Trustees, Aotea Drive, Hamilton South.

REQUIREMENT

The school’s Integration Agreement states “a willingness and ability to take part in religious instruction appropriate to the special character of the school shall be a condition of appointment. Any person so appointed to the position of Director of Religious Studies shall accept these requirements as a condition of appointment.”

KNOWLEDGE AND UNDERSTANDING

The appointee will have:

- proven knowledge of Catholic beliefs, morality and practices
- a sound understanding of the terms: Education in Faith, Religious Education, Catechetics, Evangelisation and the role that each of these has in the Catholic school.

SKILLS

The appointee will have:

- proven teaching ability in the area of Religious Education in a secondary school
- leadership and organisational skills necessary for the position
- the ability to relate effectively with other teachers, with parents/caregivers and with adolescent girls.

EXPERIENCE

The appointee will have demonstrated experience in Religious Education in a secondary school.

PERSONAL QUALITIES

The appointee will be a practising Catholic who has:

- a strong commitment to the Catholic Church
- sound judgement, discretion and sensitivity.